COMMONWEALTH of VIRGINIA

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REQUEST for INFORMATION (RFI) 2004-06

Issue Date: August 27, 2003
Due Date: September 10, 2003

By means of this **Request for Information** (RFI), the *Commonwealth of Virginia* is seeking information from the Information Technology (IT) industry partner community in the subject area of:

Project Management Training

Please refer to the following form, *Approved Training Partner Application*. Kindly provide the requested information by completing the form and returning it not later than September 10, 2003via e-Mail to:

pat.white@vita.virginia.gov,

The intent of this RFI is solely to gather information; it is not a formal procurement. A formal procurement action will not result from this information-gathering endeavor. The purpose of this RFI is to:.

- ❏ obtain IT industry partner/firm information
- ❏ obtain product information pertinent to project management training and course scheduling as it relates to Commonwealth project manager knowledge standards.

Please submit your firm's response to this RFI. Further questions and RFI responses will be received by:

Pat White
Virginia Information Technologies Agency
Richmond Plaza Building
110 South 7th Street
Richmond, VA. 23219-3931
804-371-5763

Project Manager Qualification Knowledge Standards

Core Processes Knowledge Standards All project managers who manage IT projects will qualify by passing a qualification test based on the knowledge standards outlined below. VITA will establish, coordinate, and/or identify training that meets the knowledge standards specified for each topic identified in the Core Processes.

Project Initiation and Solution Analysis

The project manager candidate will be able to:

- apply the Commonwealth methodology for initiation of projects;
- analyze a business problem, develop multiple viable solutions, analyze the solutions, compare solutions, and recommend a specific solution; and,
- prepare a project proposal (business case) and project charter. The project manager candidate will understand how the project charter is used and how it impacts the project.

Cost Benefit, Earned Value, and Return on Investment Analysis

The project manager candidate will be able to:

- conduct financial analysis of projects using cost benefit, earned value, and return on investment calculations;
- select an appropriate technique for calculating cost benefit, earned value, and return on investment; and,
- prepare reports or documents providing the data, conclusions, and recommendations.

Scope Definition

Given a business problem, business objective, project description, project solution, and project constraints, the project manager candidate will be able to compose a statement that describes the project scope. (At the minimum, the scope statement will address the "who, what, where, when, and why" of a project and will define the sum of the products and services provided by a project.)

Work Breakdown Structure

The project manager candidate will be able to develop and appropriately display a three (3) level Work Breakdown Structure. The project manager candidate will understand how to use the Work Breakdown Structure to define the project and how it relates to the development of resource, schedule, budget, and performance plans.

Organizational Breakdown Structure

The project manager candidate will be able to develop and appropriately display an organization breakdown structure (OBS). The project manager candidate will understand how to use the OBS to define the task and resources assigned to the project team and its components.

Activity Definition and Sequencing

Given a Work Breakdown Structure, the project manager candidate will be able to define activities and tasks and sequence them for a given project.

Resource Planning

Given the OBS or Work Breakdown Structure, the project manager candidate will be able to identify needed resources and develop a Resource Plan for the project. The Resource Plan must identify who

possesses the skills required to perform the work (labor resources), as well as the tools, equipment, facilities, and other resources needed by the team.

Schedule Development

Given a Work Breakdown Structure, Activity Definition and Sequencing Worksheet, and Resource Plan, the project manager candidate will be able to develop a project schedule. The project manager candidate will understand the impact of additional planning (such as risk planning) on the schedule and how to modify and adjust the schedule during the remainder of the project planning effort. The project manager candidate will understand what it means to "baseline a schedule."

Budget Planning

Given a Project Charter, Project Proposal, Project Schedule, and Resource Plan, the project manager candidate will be able to develop a project budget. The project manager candidate will understand the impact of additional planning (such as risk planning) on the project budget and how to modify and adjust the budget plan during the remainder of the project planning effort. The project manager candidate will understand what it means to "baseline the budget."

Performance Planning

Given a Project Charter, Project Proposal, Resource Plan, Project Schedule, and Project Budget, the project manager candidate will be able to develop a project performance plan. The project manager candidate will be able to identify what will be measured, how the measurements will be taken or calculated, when the measurements will be made, and what standard will be used to define successful accomplishment. The project manager candidate will also be able to define deliverables and establish appropriate acceptance criteria.

All project managers who manage Commonwealth Major and Non-major IT Projects with a total cost greater than or equal to $100,000 will qualify by passing a qualification test based on the Knowledge Standards outlined below. VITA will establish, coordinate, or identify training that meets knowledge standards specified for each topic identified in the Facilitating Processes.

Risk Planning

The project manager candidate will be able to:

- identify and evaluate risk using a standard risk analysis process;
- prioritize risk based on probability of occurrence and impact;
- develop mitigation strategies or identify changes that can be made in the project plan to decrease the probability of risk occurrence or impact; and,
- estimate risk mitigation cost, and develop input to the project budget related to mitigation or contingency funding.

Communications Planning

The project manager candidate will be able to conduct an analysis of stakeholder information needs and develop a plan to meet the information needs of stakeholders during the execution phase of the project. The communications plan must include how information is obtained, how information is presented, how information is delivered, and who will perform specific communications tasks. The communications plan must address disposition and retention of project records.

Quality Management Planning

The project manager candidate will understand:

- the purpose and principles of quality management; and,
- the meaning and differences between product testing, project audits, and Independent Verification and Validation. The project manager candidate will be able to develop a quality management plan that provides an overview, schedule, responsibilities, and resources for product testing, project audits, and Independent Verification and Validation.

Procurement Planning

The project manager candidate will be able to:

- identify the different methods for procuring products, goods, and services;
- identify the most appropriate method for procuring a given product, good, or service; and,
- develop a schedule of procurement activities.

Change Control and Configuration Management

The project manager candidate will understand the purpose of Change Control and Configuration Management. The project manager candidate will be able to identify items that should be placed under change control or configuration management and develop a plan for managing and documenting change. The plan will include a defined process for change control and configuration management, item identification, naming and version conventions, storage and handling, and individual responsibilities.

Project Execution and Control

The project manager candidate will understand the responsibilities of a project manager during project execution. The project manager candidate will identify key control issues and the techniques employed to manage them. The project manager candidate will be able to use typical measurements and calculations to evaluate project progress.

Reports and Project Dashboard

The project manager candidate will be able to develop and present a project status report appropriate for senior management and other stakeholders. The project manager candidate will be able to use the Commonwealth Major IT Project Status Report Dashboard to update project information and provide status reports.

Project Closeout

The project manager candidate will be able to:

- identify tasks associated with project closeout;
- develop a schedule and plans that support project closeout;
- collect and document lessons learned;
- develop a project closeout report;
- conduct a post implementation review; and,
- provide a report detailing findings from the post implementation review.

Instruction for Approved Training Partner Application

The Approved Training Partner (ATP) application program is used to identify and advertise publicly offered project management course schedules on the Virginia Information Technology Project Manager Development Website.

The objectives of the Approved Training Partner (ATP) program are:

- To recommend Project Management training, via public course offerings from Approved Training Partners, to Commonwealth of Virginia employees and contractors seeking continuing professional development.

- To review training partners' public schedule of Project Management training based on project management course topics and content; instructor qualifications; knowledge mapping; government pricing and course availability.

You may complete the application and return it by standard mail or email the completed application to the Virginia Information Technologies Agency.

Email this document to Projectmanagerdevelopment@vita.virginia.gov

Mailing address : Virginia Information Technologies Agency
Human Resources
Attn: Professional Development (Project Manager Training POC)
110 South Seventh Street
Richmond, Virginia 23219

Section I General Information

Provide the following information in the appropriate blocks
- A. Training Partners name – Company or organization name
- B. Contact name – A knowledgeable person that we can contact with questions
- C. Street Address – Training partner mailing address
- D. Telephone – The telephone number we can use to reach the organization contact
- E. FAX – The FAX number we can use to reach the organization contact
- F. City – Training partner mailing address
- G. State – Training partner mailing address
- H. Zip Code Training partner mailing address
- I. Email Address - The Email address we can use to reach the organization contact

Answer the following questions by marking the appropriate box.

Are detailed course descriptions available on your website?
Yes___   No___

Are you a Registered Education Provider (REP) with PMI®?
Yes___   No___

What topic areas from PMI's *A Guide to the Project Management Body of Knowledge* (PMBOK® Guide) do your public courses primarily address? (Check all that apply)

__Initiating   __Planning   __Executing   __Controlling   __Closing   __All

Please provide the Internet address link to your *public** calendar of instructor-led Project Management Courses scheduled for the next 6 to 12 month period:
*A public course is defined as a course open to the general public; offered at your facility; advertised on a regular basis; in which all administrative responsibilities are managed by your company.

Sample:
Internet Address Link to Public Calendar: *www.trainingpartner.com/schedule*

Part II Basic Course and Rate Information

For each Project Management course listed on your public schedule, please complete the table provided.

        A. Course Name – Provide the course title
        B. Course Length – Specify the number of hours or days required for
            instruction
        C. Number PDU's – Provide the number of Professional Development
            Units
        D. Public Cost – Provide the standard rate charged to the public
        E. Government or Discounted Rate – Provide the rate for Commonwealth
            of Virginia Employees
        F. Principle Instructor – Provide the primary instructor's name.

Sample:

Project Management Fundamentals	*3 days*	*22.5*	*$1500*	*$1200 (20% discount)*	*John Smith*

*Professional Development Units

Part III Commonwealth of Virginia Knowledge Standards Mapping

For each course listed in Part II provide the following information. Provide a new table for each course identified in Part II.

A. List specific learning objectives for *each* course listed in Part II.
B. Indicate the relevant Commonwealth Knowledge Standards category

addressed for each learning objective.

C. Indicate instructional methodologies used for each learning objective.

Core Processes *Knowledge Standards*	*Facilitating Processes* *Knowledge Standards*
• *Project Initiation & Solution Analysis* • *Cost Benefit, Earned Value, ROI Analysis* • *Scope Definition* • *Work Breakdown Structure* • *Organizational Breakdown Structure* • *Activity Definition & Sequencing* • *Resource Planning* • *Schedule Development* • *Budget Planning* • *Performance Planning*	• *Risk Planning* • *Communications Planning* • *Quality Management Planning* • *Procurement Planning* • *Change Control & Configuration Management* • *Project Execution & Control* • *Reports & Project Dashboard* • *Project Closeout*

Sample:
Course: Project Management Fundamentals

Objective #1 The participant will be able to identify and analyze stakeholder information needs.	*Communications Planning*	*10% lecture* *60% group case study* *20% group discussion* *10% individual study*
Objective #2 The participant will be able to identify the most appropriate method for procuring products, goods and services.	*Procurement Planning*	*80%practical exercise* *20%demonstration*
Objective #3, etc.		

Part IV Instructor Qualifications

In the columns provided below list the course instructors who teach the courses listed in Part II.

A. Last Name - Provide the last name of the instructor
B. First Name – Provide the first name of the instructor
C. Educational degree – Identify the specific degrees held by the instructor
D. Amount of Practical Project Management Experience – Identify total years/months
E. Amount of Teaching Experience – Identify total years/months
F. Amount of Project Management Teaching Experience - – Identify total years/months
G. Project Management Certifications - – Identify specific Project Management Certifications such as PMP.

Approved Training Partner Application
For Advertisement of Project Management Training
On the Project Management Development Web page

The Approved Training Partner (ATP) application program is used to identify and advertise publicly offered project management course schedules on Virginia Information Technologies Agency Project Manager Development Website.

Provider Name		Contact Name	
Street Address		Telephone	FAX
City	State	Zip Code	Email Address

Are detailed course descriptions available on your website?	Yes		No	
Are you a Registered Education Provider (REP) with PMI ®?	Yes		No	

What topic areas from PMI's *A Guide to the Project Management Body of Knowledge* (PMBOK® Guide) do your public courses primarily address? (Check all that apply)

	Initiating		Planning		Executing		Controlling		Closing		All

Web site address for public schedule:

Course Name	Course length (specify days or hours)	Number of PDU's granted	Public Cost	Gov't or Discounted Rate	Principle Instructor

Course Name	Course length (specify days or hours)	Number of PDU's granted	Public Cost	Gov't or Discounted Rate	Principle Instructor

Part III Course Mapping Table

Provide this table for each course offered. In the first column, list specific learning objectives for *the* course. In the second column indicate the relevant Commonwealth Knowledge Standard addressed for each learning objective. In the third column, indicate

Course Title		
Learning Objectives	Commonwealth of Virginia Knowledge Standard	Instructional Methodology

instructional methodologies used for each learning objective.

Part IV Instructor Qualifications

In the columns provided below list the course instructors who teach the courses listed in Part II. Provide the full name of the instructor, educational degree, amount of practical project management experiences, teaching experience, project management teaching experience, and PMP or other Certifications.

Instructor's Last Name	Instructor's First Name	Educational Degree	Amount of Practical PM Experience	Amount of Teaching Experience	Amount of PM Teaching Experience	List PMP or Other PM Certification